

Beyond the Monthly ExtractMaking JCMS Work for You

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Topics

Tracking additional information in JCMS

Using standard reports for Case Management

Information that should be updated this month

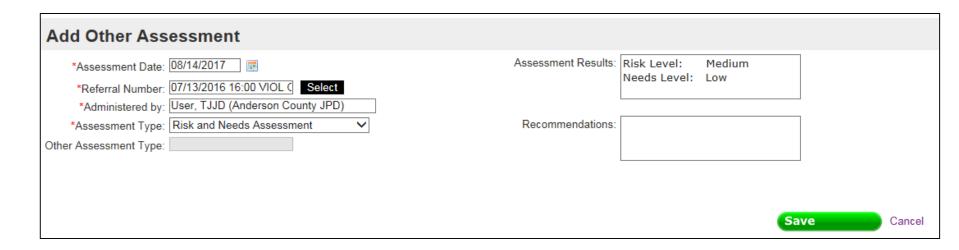
Tracking Additional Information in JCMS

- Six Month Risk and Needs Assessments
- User Defined Fields
- Attachments
- Chronological Note Types

Six Month RANA

If the six month Risk and Needs Assessment is not associated to a new Disposition:

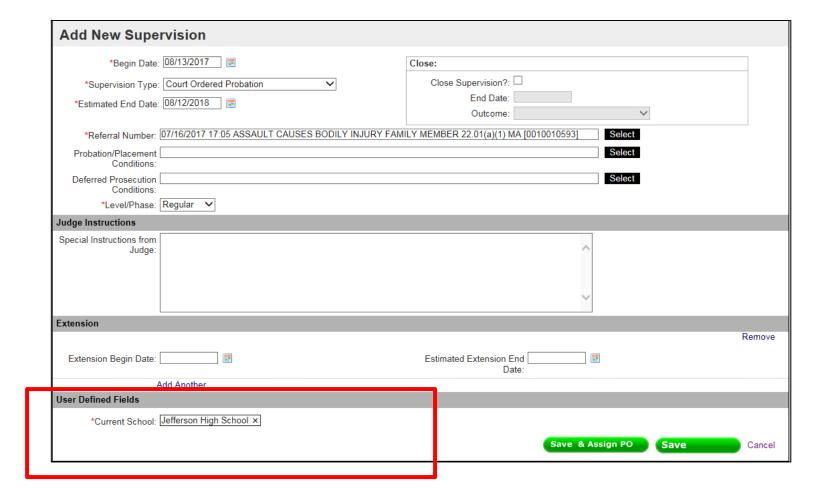
- Do not overwrite an existing Risk and Needs Levels on a Referral Disposition Screen
- Create an entry on the Other Assessments screen in the Assessments container



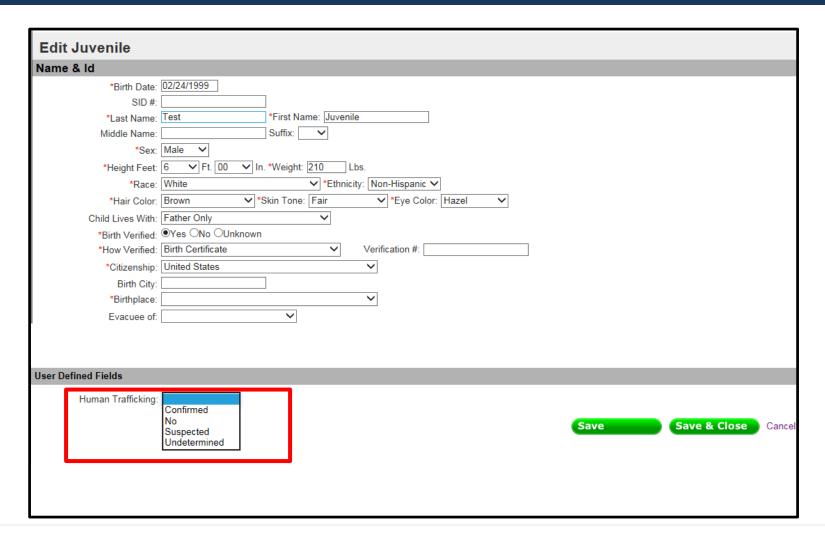
User Defined Fields

- Track information not captured in JCMS
 - Current School at time of Supervision
 - Human Trafficking
 - Suspected
 - Confirmed
- Information entered in a UDF can be pulled through
 Ad Hoc
- Departments can make UDFs required

UDF – Current School on Supervision Screen



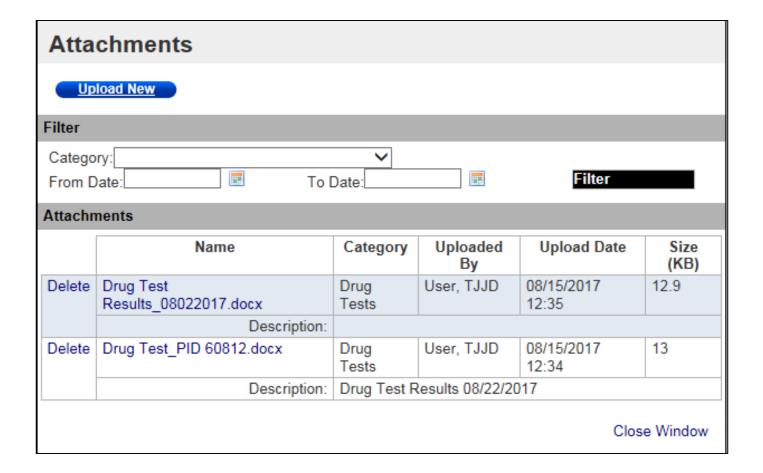
UDF – Human Trafficking on Juvenile Screen



Attachments

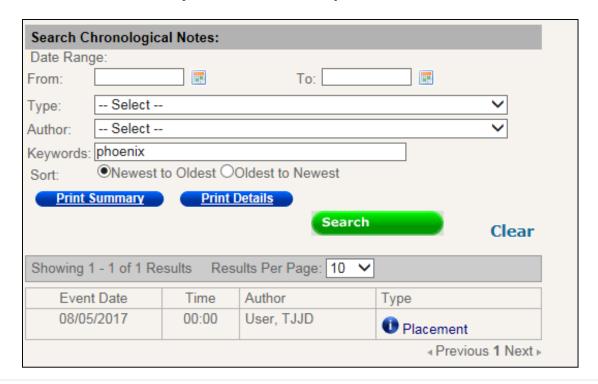
- Use the attachment feature
 - Intake Forms
 - Offense Reports
 - Detention/Placement Forms
 - MAYSIs
 - ICT Packets
 - Court Orders
- Clearly describe the document in the Description box or in the file name

Attachments



Chronological Notes

- Use Chronological Notes to support the data entered in JCMS
- Categorize them by Type
- Can be searched by a word or phrase



Using standard reports for Case Management

- Juveniles Currently Under Supervision
- Caseload Report
- Placement Roster/Placement Billing Activity
- Detention Roster

Juveniles Currently Under Supervision

- Much more direct than the Caseload Report
- All open supervisions
 - Sorted alphabetically
 - Includes Type, Begin Date, Estimated End Date and Probation Officer



Caseload Report

- Lists each juvenile assigned to a Primary PO
 - Verify that only active POs are assigned a caseload
 - Verify that no officer assignments were left open by mistake
- Select to Run the Report with Summary
 - # Juveniles (by Gender)
 - # Referrals (by Referral Type)
 - # Supervisions (by Supervision Type)

Placement Roster

- Verify that everyone on this list is currently in placement
- Verify that everyone in a placement facility is on this list
- Make sure that every entry has a Funding Source listed
- This list can be sorted by facility

Placement Billing Activity Report

- Include Zero-Cost Placements
- Run for any period of time
- Use this report to verify that funding source information has been entered
- If you receive the Regional Diversion Grant for placements, verify that the RD funding source is entered correctly.

Detention Roster

- Verify that everyone on this list is currently in detention
- Verify that everyone in a detention facility is on this list

Pending Actions List

- Case Plans are due monthly
 - Set to "Due Today" to include all past due Case Plans
 - Juveniles are removed when supervision is closed
 - Or the Next Review Date is not Past Due
- Programs
 - Look for programs that weren't closed when supervision closed.

- Run all of the standard reports
 - Statistical Report
 - Activity Summary Report
 - Detention Summary Report
 - Fee Reports
 - CSR Reports
- See what information is included

Things to Update Now

- Banner Photos
- School Information
- Holidays

Banner Photos

- Update your banner photos
 - The purpose is to identify the juvenile

Initial pictures may be years old

Earlier pictures can be kept

School Information

- Update the school information
 - Update the current entry for Grade

If the juvenile changed campuses, enter an Exit
 Date on the current entry and create a new entry
 for the new

Holidays

- Under Maintenance
- Select Holidays
- Select to Add New to add holidays



Questions?